



TRANSPORTATION DEPARTMENT



2024-2025 School Year

Silvia A. Saldaña-Gomez

Assistant Director

HOW TO

WEB TRAVEL AND TR PROCEDURES

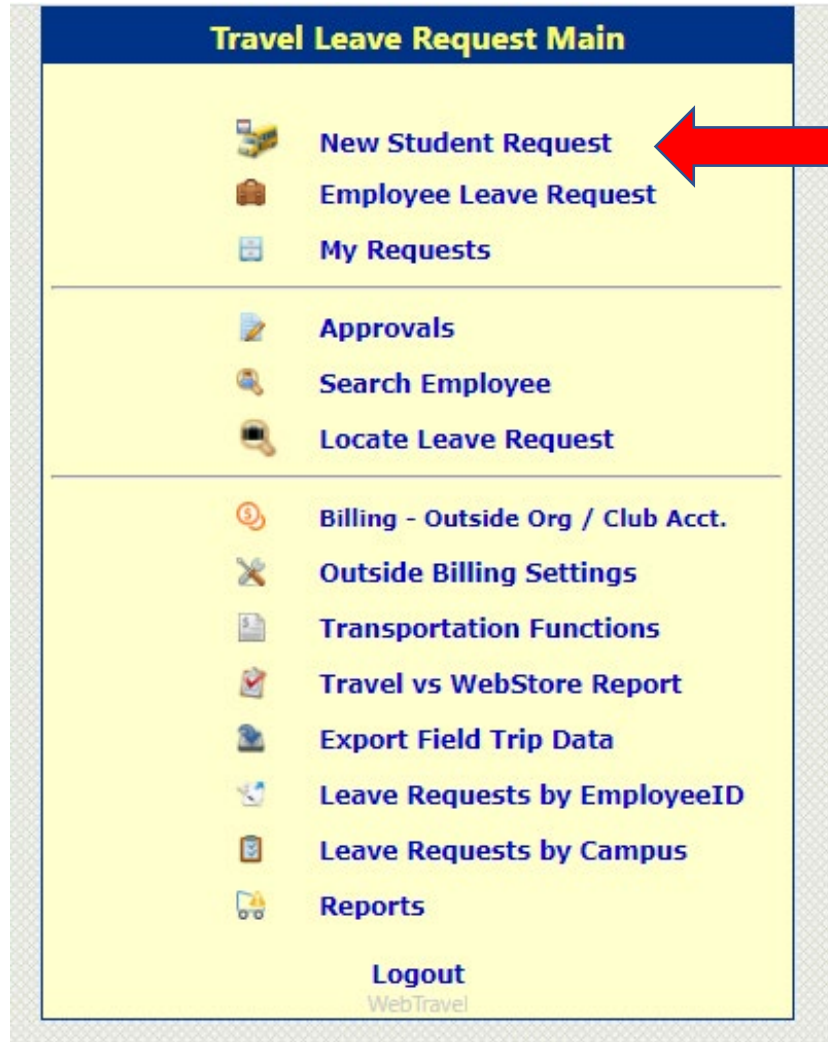


Ricardo Ramirez
Computer Systems Opns







Eliud Ornelas
Director






Heber Olguin
Assistant Director

NEW STUDENT REQUEST



The screenshot shows a web application menu titled "Travel Leave Request Main". The menu is organized into several sections separated by horizontal lines. A red arrow points to the "New Student Request" option in the first section.

- Travel Leave Request Main**
 -  **New Student Request**
 -  **Employee Leave Request**
 -  **My Requests**
-
-  **Approvals**
-  **Search Employee**
-  **Locate Leave Request**

-  **Billing - Outside Org / Club Acct.**
-  **Outside Billing Settings**
-  **Transportation Functions**
-  **Travel vs WebStore Report**
-  **Export Field Trip Data**
-  **Leave Requests by EmployeeID**
-  **Leave Requests by Campus**
-  **Reports**

Logout
WebTravel

SELECT FUNDING AND TRIP DESTINATION

NEW STUDENT TRAVEL REQUEST

How is the Request being funded?

Regular Budget Club Account Budget & Club Acct No Cost

Trip Type

Out of State Out of Valley-same day

Overnight (Out of Valley) In-Valley

In-District

NEXT

REGULAR BUDGET

NEW STUDENT TRAVEL REQUEST ↻ ×

How is the Request being funded?

Regular Budget Club Account Budget & Club Acct No Cost

Trip Type

Out of State Out of Valley-same day

Overnight (Out of Valley) In-Valley

In-District

CLUB ACCOUNT

NEW STUDENT TRAVEL REQUEST

How is the Request being funded?

Regular Budget

Club Account

Budget & Club Acct

No Cost

Trip Type

Out of State

Out of Valley-same day

Overnight (Out of Valley)

In-Valley

In-District

BUDGET & CLUB ACCOUNT

NEW STUDENT TRAVEL REQUEST

How is the Request being funded?

Regular Budget

Club Account

Budget & Club Acct

No Cost

Trip Type

Out of State

Out of Valley-same day

Overnight (Out of Valley)

In-Valley

In-District

NO COST

*CTE

*MID-DAY

STUDENTS

*TTT –JOB SITE

*CBVI PROGRAMS

(PUBLIC LAW)

The screenshot shows a web form titled "NEW STUDENT TRAVEL REQUEST" with a blue header bar. The form is divided into two main sections: "How is the Request being funded?" and "Trip Type".

How is the Request being funded?

- Regular Budget
- Club Account
- Budget & Club Acct
- No Cost

Trip Type

- Out of State
- Out of Valley-same day
- Overnight (Out of Valley)
- In-Valley
- In-District

At the bottom of the form is a "NEXT" button with a right arrow icon.



How is the Request being funded?

- Regular Budget
- Club Account
- Budget & Club Acct
- No Cost

Trip Type

- [Unreadable]
- Overnight
- [Unreadable]
- [Unreadable]

Success

Travel ID# 45659
successfully created


Click the button below to proceed

CONTINUE

45659


DESTINATION DETAILS

DESTINATION DETAILS

EmployeeID  Get Name Sponsor


Campus Organization


Attendees



Students # Employees # Non-Emps # BusDrivers  Club Account(s)



Event Type Address

Activity Title City



Location State County 




 Multiday Input

Travel Dates FROM  TO 

Attendance Dates FROM  TO 


Travel Times

Departure  Return 

 Event Description  Other Employees  Destination Notes

Method of Transportation

School Bus Plane Other Other explain:

 Save

DESTINATION DETAILS SAMPLE

*FILED TRIPS ARE TO BE SCHEDULED AFTER 9:00AM AND RETURN BY 1:30PM.

*ATHLETIC HOME GAMES ARE TO BE SCHEDULED 1.5 HOUR BEFORE START TIME.

TIME FROM = *TIME YOU NEED THE BUS TO ARRIVE FOR PICK-UP.*

DESTINATION DETAILS

EmployeeID Sponsor SILVIA A SALDANA

Campus 001 HANNA HIGH SCHOOL Organization ASSISTANT DIRECTOR

Attendees

Students 10 # Employees 1 # Non-Emps 0 # BusDrivers 1

Event Type Field Trip Address Sunrise Mall

Activity Title Senior Day City 2320 North Expy

Location Front of School State Br County Cameron

Multiday Input

Travel Dates FROM 7/26/2023 TO 7/26/2023 Attendance Dates FROM 7/26/2023 TO 7/26/2023

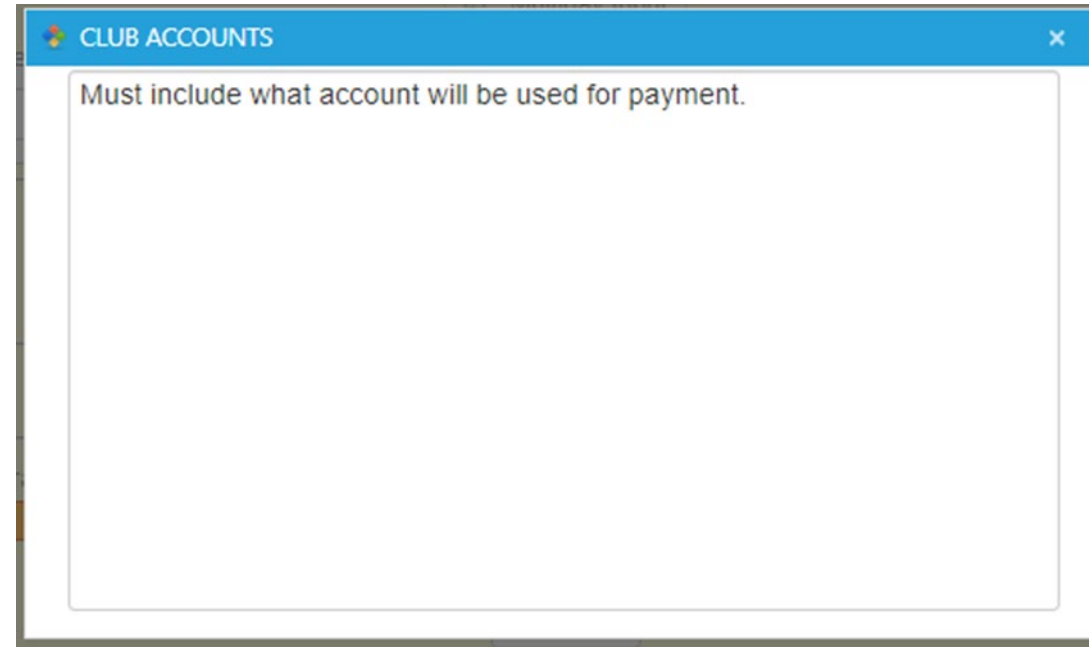
Travel Times

Departure 09:00 AM Return 01:00 PM

Method of Transportation

School Bus Plane Other Other explain:

CLUB ACCOUNT INFORMATION



A screenshot of a software window titled "CLUB ACCOUNTS". The window has a blue header bar with the title and a close button. Below the header is a large, empty text input field. The text "Must include what account will be used for payment." is displayed at the top of the input field, serving as a placeholder or instruction.

*Will be under
Destination Details.

MULTIDAY ACTIVITY

**FOR MULTIDAY ACTIVITIES
YOU MUST PRESS MULTIDAY
INPUT.**

DESTINATION DETAILS

EmployeeID: Sponsor: SILVIA A SALDANA

Campus: 001 HANNA HIGH SCHOOL Organization: ASSISTANT DIRECTOR

Attendees: # Students: 10 # Employees: 1 # Non-Emps: 0 # BusDrivers: 1

Event Type: Athletic Address: Enter a location

Activity Title: FOOTBALL City:

Location: Front of School State: Br County: Cameron

←


Travel Dates: FROM 7/26/2023 TO 7/28/2023 Attendance Dates: FROM 7/26/2023 TO 7/28/2023

Travel Times: Departure: 09:00 AM Return: 01:00 PM

Method of Transportation: School Bus Plane Other Other explain:

ADD EVENTS

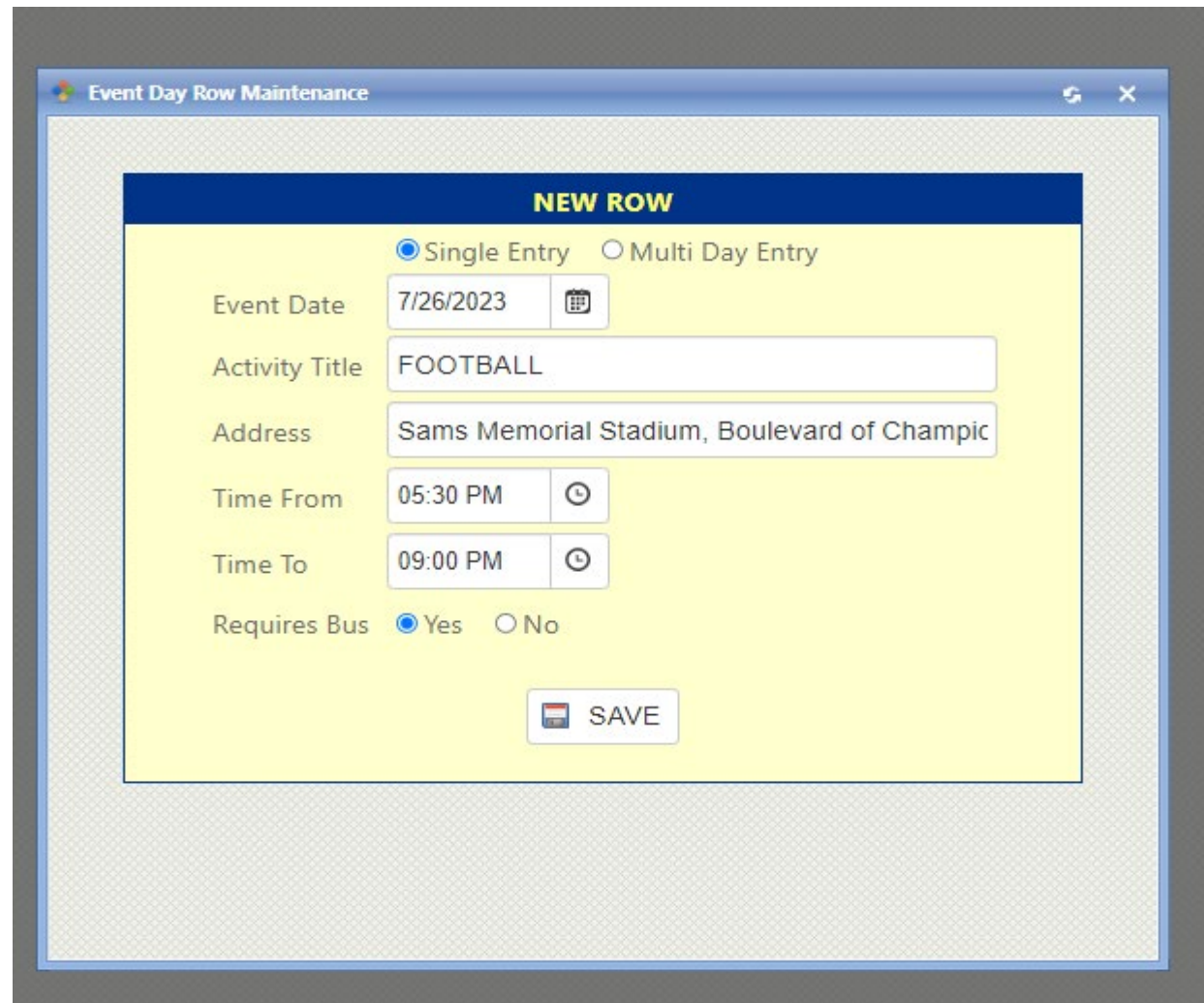
Multiple Event Days Detail

 ADD EVENT

Day	dow	Activity Description	Time From	Time To	Bus?	Edit	Del
No records to display.							

FILL ALL INFORMATION

YOU CAN USE MULTI DAY ENTRY FOR THOSE ACTIVITIES THAT ARE TO THE SAME LOCATION & TIME.






The screenshot shows a software window titled "Event Day Row Maintenance" with a "NEW ROW" form. The form includes the following fields and options:

- Radio buttons for "Single Entry" (selected) and "Multi Day Entry".
- Event Date: 7/26/2023 (with a calendar icon).
- Activity Title: FOOTBALL
- Address: Sams Memorial Stadium, Boulevard of Champic
- Time From: 05:30 PM (with a clock icon).
- Time To: 09:00 PM (with a clock icon).
- Requires Bus: Yes (selected) and No.
- A "SAVE" button at the bottom.

SAMPLE OF EVENT

Multiple Event Days Detail

 ADD EVENT

Day	dow	Activity Description	Time From	Time To	Bus?	Edit	Del
07/26/2023	Wed	FOOTBALL	5:30PM	9:00PM	<input checked="" type="checkbox"/>		

SIDE BAR

FOR TRANSPORTAION TO BE FILLED

- ✓ TRAVEL TYPE
- ✓ DESTINATION DETAILS
- ✓ BUS REQUEST
- ✓ EXPENSES
- ✓ BUDGET ACCOUNT
- ✓ ATTACHMENT

The screenshot shows a sidebar menu for a 'Student Travel Dashboard'. The menu is organized into sections: 'Dashboard' (highlighted in yellow), 'Travel Type', 'Destination Details', 'Email Subscribers', 'Meals', 'Lodging', 'Bus Request', 'Expenses', 'Budget Accounts', and 'Attachments'. Below these is an 'Actions' section (also highlighted in yellow) containing 'Submit Request', 'Delete Request', and 'Print Request'. At the bottom of the sidebar, there is a 'Student Travel Dashboard' header, a 'Back to Main' button with a house icon, and the text 'WebTravel'.

- Dashboard
- Travel Type
- Destination Details
- Email Subscribers
- Meals
- Lodging
- Bus Request
- Expenses
- Budget Accounts
- Attachments
- Actions
- Submit Request
- Delete Request
- Print Request

Student Travel Dashboard

[Back to Main](#)

WebTravel

BUS REQUEST



Brownsville ISD
SILVIA SALDANA
Travel ID# 45659

Dashboard

Travel Type

Destination Details

Email Subscribers

Meals

Lodging

Bus Request

Expenses

Budget Accounts

Attachments

Actions

Submit Request

Delete Request

Print Request

TRANSPORTATION VEHICLE REQUEST

Attendees

# Students	# Employees	# Non-Employees
10	1	0

Event Type **Field Trip**

Activity Title **Senior Day**

Location **Front of School**

Address **Sunrise Mall**

City **2320 North Expy**

State **Br County Cameron**

TRAVEL DATES

FROM **7/26/2023** TO **7/26/2023**

TRAVEL TIMES

Departure **9:00 AM** Return **1:00 PM**

Sponsor

Loading Zone

Phone #

Conf.Time

BUSES

# Buses	<input type="text" value="1"/>	# Sp. Needs	<input type="text" value="0"/>	# Wheel Chairs	<input type="text" value="0"/>
---------	--------------------------------	-------------	--------------------------------	----------------	--------------------------------

Special Instructions

Save

EXPENSES



Brownsville ISD
SILVIA SALDANA
Travel ID# 45659

Dashboard

- Travel Type
- Destination Details
- Email Subscribers

- Meals
- Lodging
- Bus Request
- Expenses**
- Budget Accounts
- Attachments

Actions

- Submit Request
- Delete Request
- Print Request

TRAVEL ID# 45659 :: EXPENSES

[Add Expense](#)

Units	Fee	Fee Total	Type	Explanation / Notes	Edit	DEL
No records to display.						
T=0						

EXPENSE SELECTION

REQUEST ID# 45659 EXPENSES

NEW RECORD

Expense Type:

Units:

Fee Amt.:

Total:

Explanation:

REQUEST ID# 45659 EXPENSES

NEW RECORD

Expense Type:

Units:

Fee Amt.:

Total:

Explanation:

**Once District Vehi
Click the C/**

TRAVEL ID# 45659 :: EXPENSES

Units	Fee	Fee Total	Type	Explanation / Notes	Edit	DEL
1.00	150.00	150.00	School Bus	FLAT BUS RATE (MultiDay Calculation) CITY: BROWNSVILLE RATE: 150.00 # Buses: 1		<input type="button" value="X"/>
T=1		150.00				

BUDGET ACCOUNT

REQUEST ID# 45659 ; BUDGET ACCOUNTS

[Add Account](#)

Meals	GSA Lodging / Overage	Expenses	Total
-	-	-	0.00

BUDGET ACCOUNT	AMOUNT	TYPE	EXPLANATION / NOTES	Edit	DEL
No records to display.					
T=0					

**FOR NO COST BUDGET ACCOUNT WILL NOT BE AN ACTIVE SELECTION.

ATTACHMENT

Brownsville ISD
SILVIA SALDANA
Travel ID# 45659

Dashboard

- Travel Type
- Destination Details
- Email Subscribers

- Meals
- Lodging
- Bus Request
- Expenses
- Budget Accounts
- Attachments**

Actions

- Submit Request
- Delete Request
- Print Request

DOCUMENT UPLOADS

FILE TO UPLOAD

Type

Select a file

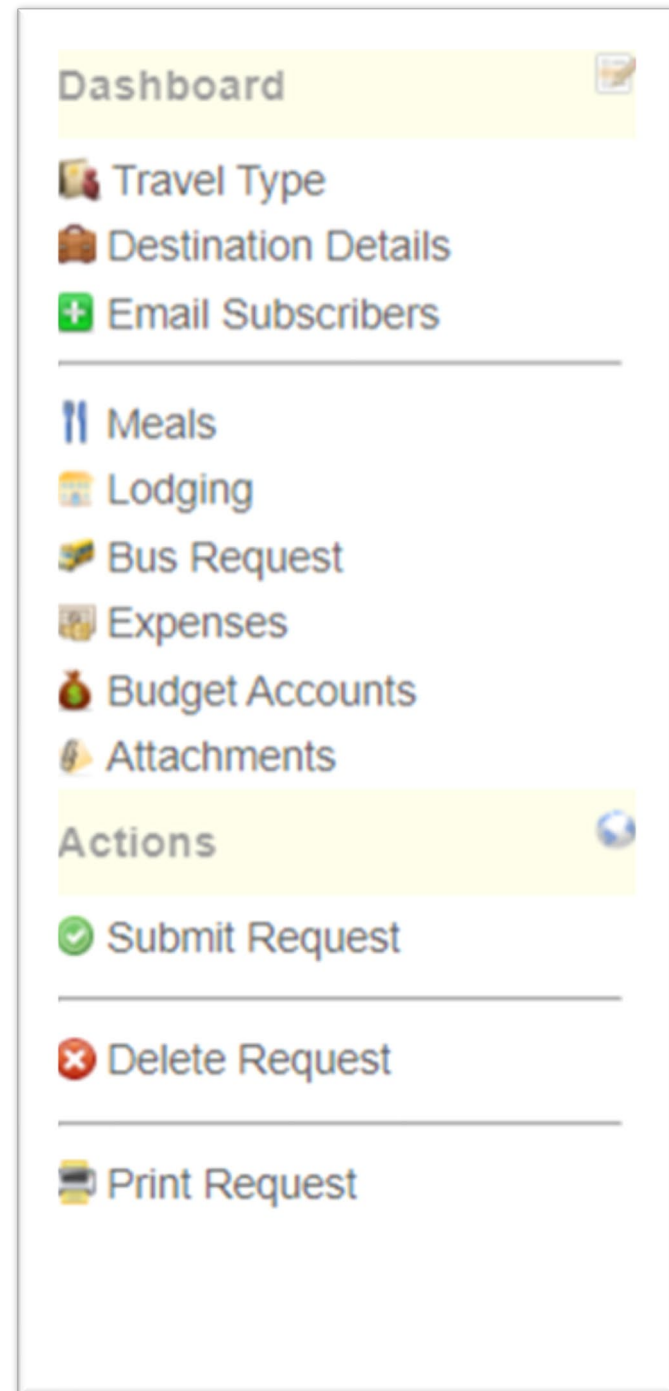
File No file chosen

UPLOADED FILES

No attachments exist for this Leave Request

*PRESS PRINT REQUEST TO
VERIFY ALL INFORMATION IS
CORRECT ESPECIALLY THAT
THE BUS INFORMATION HAS
BEEN SELECTED AND FILLED.

*IF EVERYTHING IS CORRECT
SUBMIT REQUEST.



SAMPLE



Brownsville ISD
Student Leave Request
Status: Not Submitted

School Year 2023-2024
Travel ID# 45659
In-District

FUNDING SOURCE: BUDGET & CLUB ACCOUNT


Activity Title	FOOTBALL						
EmpID	[REDACTED]	Attendees		TRAVEL FROM	07/26/2023	Wednesday	
Sponsor	SILVIA A SALDANA	Students	10	TO	07/26/2023	Wednesday	
Campus	HANNA HIGH SCHOOL	Employees	1	CONF. FROM	07/26/2023	Wednesday	
Organization	ASSISTANT DIRECTOR	N-Emps	-	TO	07/26/2023	Wednesday	
Event type	Athletic						
Location	Front of School		Departure	09:00 am	Arrival	01:00 pm	
Method of Transportation	District Vehicle						
Event Description	Students will go to Main Event as part of their Senior Day.						
MULTI DAY DETAILS							
DAY	ACTIVITY DESCRIPTION	EventAddress			Bus?	FROM	TO
07/26/2023	FOOTBALL	Sams Memorial Stadium, Boulevard of Champions, Brownsville, TX, USA			Y	4:30 pm	9:00 pm

EXPENSES				
Units	Fee	Fee Total	Description	Explanation
1	150.00	150.00	School Bus	FLAT BUS RATE (MultiDay Calculation) CITY: BROWNSVILLE RATE: 150.00 # Buses: 1

Club Acct. Used Must include what account will be used for payment.

SCHOOL BUS TRIP TICKET

*MAKE SURE BEFORE SUBMITTING YOU DO HAVE SCHOOL BUS TICKETS.



Brownsville ISD
Student Leave Request
Status: Not Submitted

School Year 2023-2024
Travel ID# 45659
In-District
FUNDING SOURCE: BUDGET & CLUB ACCOUNT

Transportation Vehicle Request	FOOTBALL				
Campus 001 HANNA HIGH SCHOOL Group to Transport ASSISTANT DIRECTOR	Event Address Sams Memorial Stadium, Boulevard of Champions, Brownsville, TX, USA				
Passenger Count					
# Students <input style="width: 50px; text-align: center;" type="text" value="10"/>	# Employees <input style="width: 50px; text-align: center;" type="text" value="1"/>				
# Non-Employees <input style="width: 50px; text-align: center;" type="text" value="0"/>					
Event type Athletic Activity Title FOOTBALL					
Travel Dates FROM 07/26/2023					
Travel Times Departure 04:30 pm Return 09:00 pm					
Employee SILVIA A SALDANA Phone # 9565547178	Loading Zone FRONT OF SCHOOL Conf. Time ALL DAY				
Vehicle Types					
# Buses <input style="width: 30px; text-align: center;" type="text" value="1"/>	# Sp. Needs <input style="width: 30px; text-align: center;" type="text" value="-"/>				
# Suburbans <input style="width: 30px; text-align: center;" type="text" value="-"/>	# Wheel Chairs <input style="width: 30px; text-align: center;" type="text" value="-"/>				
Club Account to Charge Must include what account will be used for payment.					
Special Instructions					
***** OFFICE USE *****					
Odometer Reading					
Starting	Ending	# Miles	Start Time	End Time	# Students
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
_____ Bus Driver Name					
_____ Driver Notes					
<div style="border: 1px solid black; height: 50px; width: 100%;"></div>					
_____ Bus Driver Signature			_____ Post Trip Sponsor Signature		

Travel Leave Request Main



New Student Request



Employee Leave Request



My Requests



Approvals



Search Employee



Locate Leave Request



Billing - Outside Org / Club Acct.



Outside Billing Settings



Transportation Functions



Travel vs WebStore Report



Export Field Trip Data



Leave Requests by EmployeeID



Leave Requests by Campus



Reports

Logout

WebTravel

LOOK FOR YOUR REQUEST

Travel Leave Request Main



- New Student Request
- Employee Leave Request
- My Requests**
- Approvals
- Search Employee
- Locate Leave Request
- Billing - Outside Org / Club Acct.
- Outside Billing Settings
- Transportation Functions
- Travel vs WebStore Report
- Export Field Trip Data
- Leave Requests by EmployeeID
- Leave Requests by Campus
- Reports

Logout
WebTravel



MY EMPLOYEE LEAVE REQUESTS

Inquiry Type: **SAVED**

TID	Type	Conference Title	Travel Date	Print	Select
45659	S	Senior Day	07/26/2023		

TRAVEL VS FIELD TRIP DATA

Travel Leave Request Main

- New Student Request
- Employee Leave Request
- My Requests

- Approvals
- Search Employee
- Locate Leave Request

- Billing - Outside Org / Club Acct.
- Outside Billing Settings
- Transportation Functions
- Travel vs WebStore Report**
- Export Field Trip Data
- Leave Requests by EmployeeID
- Leave Requests by Campus
- Reports

Logout
Web Travel



TRAVEL VS WEBSTORES REPORT

Enter the Criteria

Campus

Start Date

End Date

Generate

Web Travel

Travel Request vs WebStore Report

TR HAS BEEN DONE IN BUSINESSPLUS

FL – HAS BEEN FILLED BY TRANSPORTATION

TID	Conference Title	CPS	FROM	TO	TR #	RAW TID FIELD	Status	ClubAccount
43092	Ballroom Dance Competition	001	05/03/2023	05/03/2023				N
44541	Estudiantina Festival	001	05/05/2023	05/05/2023	TR012953	44541	FL	N
43980	Readers Circle Book Club Barnes & Noble Field Trip	001	05/12/2023	05/12/2023				C Hanna Readers Circle account #2921
45091	LNG Safety Demonstration	001	05/16/2023	05/16/2023				N
44658	Jazz Band Performance for BISD Retiree Ceremony	001	05/18/2023	05/18/2023	TR012287	44658	FL	N
45086	LUCHA Students	001	05/18/2023	05/18/2023	TR012590	45086	FL	N
45086	LUCHA Students	001	05/18/2023	05/18/2023	TR012617	45086	FL	N
45135	Superintendent's Golf Scholarship	001	05/18/2023	05/18/2023	TR012947	45135	FL	N
45053	ITEC visit	001	05/24/2023	05/24/2023	TR012950	45053	FL	N
45059	Vela Cluster Elementary schools	001	05/25/2023	05/25/2023				N
45062	Oliveira Cluster Elementary Visit	001	05/26/2023	05/26/2023				N
45280	A&M Introduction to Industrial Robotics	001	05/31/2023	05/31/2023	TR012948	45280	FL	N
45309	Hanna Senior Walk	001	05/31/2023	05/31/2023				N

Number of Records: 13

USED A CLUB ACCOUNT

NEEDS ACTION – NO TR, NO STATUS, NO CLUB ACCOUNT. HAS TRIP BEEN COMPLETED???

STORES INVENTORY ORDERING PROCEDURES



Central Warehouse Orders



Transportation Requests



Technology Software Request

Create/Update Orders (SIOEUB) screen will open.

The screenshot displays the 'Create/Update Orders (SIOEUB)' screen in the BusinessPlus application. The browser address bar shows the URL 'bp.bid.us/screens/ui/uiscree.../StoresInventory/SIOEUB'. The page title is 'BusinessPlus Create/Update Orders (SIOEUB)'. The form contains various input fields for order details:

- Order ID* (text input)
- Description* (text input)
- Year* (text input)
- Status* (text input)
- Pri Warehouse* (text input)
- Security Code (text input)
- Route (text input)
- Sec Warehouse (text input)
- Price Code (text input)
- Order Total (text input, value: 0.00)
- Requested By* (text input)
- Requested Date* (text input with calendar icon)
- Required Date (text input with calendar icon)
- Approved By (text input)
- Approval Date (text input with calendar icon)
- Customer ID* (text input with dropdown icon)
- Addr (text input)
- Contact (text input)
- End Use (text input)
- Customer PO (text input)
- Misc (text input)
- Prep ID* (text input)
- Transaction Code* (text input)
- Pick Ticket (text input)
- Transaction Freq* (text input)
- Purchasing PR (text input)
- Order Codes (grid of 10 text inputs labeled Order Code 1 through Order Code 10)

CREATE A TR — BUDGET ACCOUNTS

Example #3: Transportation Order

BusinessPlus Create/Update Orders (SIOEUB)

Search

Apply Search

Clear Criteria

Filters:

NewAndPendingOr...

Search Criteria:

Order ID* Description* Year*

Status* Pri Warehouse* Security Code Route*

Sec Warehouse Order Total: 0.00

Main Items

Requested By* Requested Date* Required Date:

Approved By: Approval Date:

Customer ID*

Addr:

Contact: End Use: Customer PO: Misc:

Prep ID* Transaction Code* Pick Ticket: Transaction Frmt*

Purchasing PR:

Order Codes

Order Code 1: Order Code 2: Order Code 3: Order Code 4:

Order Code 5: Order Code 6: Order Code 7: Order Code 8:

Order Code 9: Order Code 10:


Click: +

Order ID* Description* Year* NONE

Status* NW Security Code: Route:

Sec Warehouse: 0.00

SIORDERN
SI.TECH
SI.TRANS

Click: 
Select: SI.TRANS

Requested By* Erika Cisneros Required Date:

Approved By:

Customer ID*

Addr:

Contact: End Use: Customer PO: Misc:

Prep ID* B1734ECC Transaction Code* OE Pick Ticket: Transaction Fmt* NB

Purchasing PR:

Order Codes

Order Code 1: Order Code 2: Order Code 3: Order Code 4:

Order Code 5: Order Code 6: Order Code 7: Order Code 8:

Add

Order ID* TR005811 Description* VARSITY FOOTBALL GAMES 2020-21 Year* NONE

Status* NW Pri Warehouse* TRAN Security Code: Route:

Sec Warehouse: Price Code: Order Total:

Main Items

Enter: a description

Note: "Primary Warehouse" defaults automatically to "TRAN".

Order ID* TR005811 Description* VARSITY FOOTBALL GAMES 2020-21 Year* NONE

Status* NW Pri Warehouse* TRAN Security Code: 734 Route:

Sec Warehouse: Price Code: Order Total: 734

Main Items

Request: Requested Date* 10/07/2020 Required Date:

Approval: Approval Date:

Click: Drop down arrow, input/select location.

Code	Description
734	BI-TECH HELP DESK

CUSTOMER ID

The screenshot shows the 'BusinessPlus 20.11 STORES INVENTORY ORDERING' interface. The form includes fields for 'Requested By' (User Name), 'Requested Date' (10/07/2020), 'Required Date', 'Approved By', and 'Approval Date'. The 'Customer ID' field is highlighted with a blue border and contains the text 'S734'. An arrow points from a callout box to this field. The callout box contains the text: 'Enter: Customer ID (letter S plus 3 digit location#) (ex: S734)'. Below the 'Customer ID' field, there is a 'BI-TECH HELP DESK' button. The 'Addr:' field shows 'P1' and the address '4330 E. Morrison Rd. BROWNSVILLE, TX 78521'.

Enter: Customer ID (letter S plus 3 digit location#) (ex: S734)

USE ONLY NUMBERS FOR WEB TRAVEL

Customer ID* 5734 BI-TECH HELP DESK

Addr: P1
4330 E. Morrison Rd.
BROWNSVILLE, TX 78521

Contact: End Use: Customer PO: 29165 Misc: Transaction Fmt*: N/A

Prep ID* Pick Ticket:

Purchase Order:

Enter: Student Travel # from your WebTravel Request. (EX: 29165)



Brownsville ISD
Student Leave Request
Status: Not Submitted

School Year 2023-2024
Travel ID# 45659
In-District
FUNDING SOURCE: BUDGET & CLUB ACCOUNT



Activity Title		Attendees		FROM	TO	
FOOTBALL		Students	10	07/26/2023	07/26/2023	Wednesday
EmpID	SILVIA A SALDANA	Employees	1	07/26/2023	07/26/2023	Wednesday
Sponsor	HANNA HIGH SCHOOL	N-Emps	-	07/26/2023	07/26/2023	Wednesday
Campus	ASSISTANT DIRECTOR					
Organization						
Event type	Athletic					
Location	Front of School	Departure	09:00 am	Arrival	01:00 pm	
Method of Transportation	District Vehicle					
Event Description	Students will go to Main Event as part of their Senior Day.					
MULTI DAY DETAILS						
DAY	ACTIVITY DESCRIPTION	EventAddress	Bus?	FROM	TO	
07/26/2023	FOOTBALL	Sams Memorial Stadium, Boulevard of Champions, Brownsville, TX, USA	Y	4:30 pm	9:00 pm	

EXPENSES					
Units	Fee	Fee Total	Description	Explanation	
1	150.00	150.00	School Bus	FLAT BUS RATE (MultiDay Calculation) CITY: BROWNSVILLE RATE: 150.00 # Buses: 1	

Club Acct. Used Must include what account will be used for payment.

UNDER ITEMS TAB

Main Items

Requested By* User Name

Requested Date* 10/07/2020

Required Date

Approved By:

Approval Date:

Customer ID* 5734

Addr: P1

Click: Items Tab

Main Items

Line Number: 0001

Sequence: 0

Line Status* CM

Units:

Warehouse:

Quantity Ordered: 5

Product ID*

+ Add Account

Total: 100.00% Remaining: 100.00%

**Input: Quantity needed.
Enter: Product ID**

Click:

Product ID*

Product ID Lookup screen will populate.

*FIELD TRIPS WITHIN CITY LIMITS: \$150.00 - **TR150**

*FIELD TRIPS OUTSIDE THE CITY WITHIN CAMERON COUNTY: \$250.00 - **TR250**

*FIELD TRIPS TO HIDALGO COUNTY: \$400.00 - **TR400**

*TUTORIALS & EXTENDED DAY : \$200.00 - **TR200**

*UHAUL IS ½ OF TRIP

All other rates are available in our website. These rates are for the 2023-2024 school year only and are subject to change the following year.

Prod ID Lookup

Desc	Prod ID	Desc Upshifted	Unit	Status	Product Class
1 1/2 Blk spiral bin...	800368	1 1/2 BLK SPIRAL ...	BOX	AC	80
1 1/4 Blk spiral bin...	800369	1 1/4 BLK SPIRAL ...	BOX	AC	80
1" Black spiral bin...	800305	1" BLACK SPIRAL B...	BOX	AC	80
1/2" Black spiral bi...	800302	1/2" BLACK SPIRAL...	BOX		
10 mm Black spira...	800306	10 MM BLACK SPI...	BOX		
10 mm Clear spira...	800307	10 MM CLEAR SPI...	BOX		
11 x 17 - Fireball F...	800103	11 X 17 - FIREBALL...	CASE		
11 x 17, Orbit Ora...	800102	11 X 17, ORBIT OR...	CASE	AC	80
11 X 17-Solar Yello...	800104	11 X 17-SOLAR YEL...	CASE	AC	80
11X17 28# White ...	800215	11X17 28# WHITE ...	BOX	AC	80

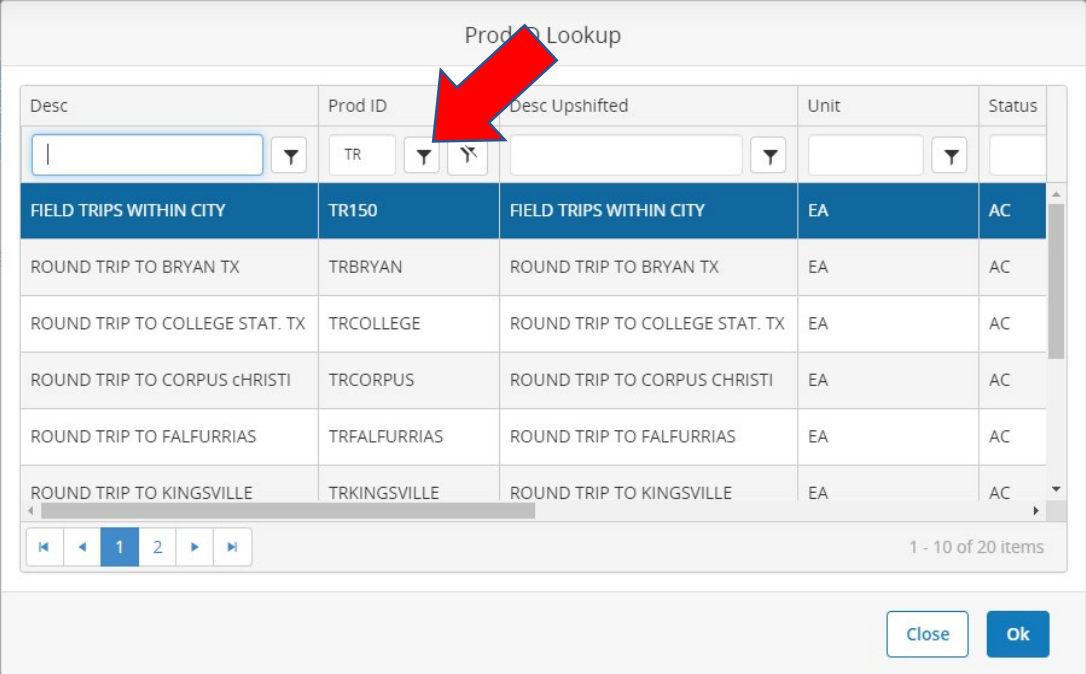
Input: TR
Click: [Dropdown Arrow]

1 - 10 of 407 items

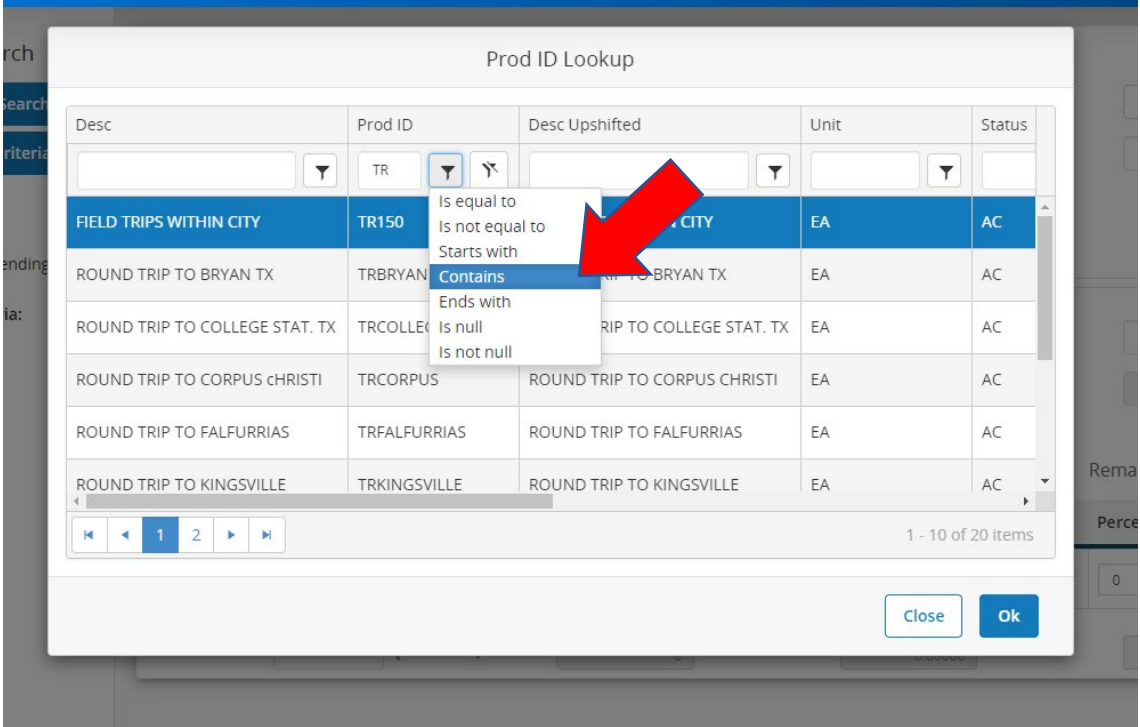
Close Ok

PRODUCT ID

1. SELECT THE ICON OF CALENDAR



2. TYPE IN TR THEN SELECT THE MARTINY GLASS ICON



3. SELECT CONTAINS. It will filter all TRs in system.

MOST REQUESTED OUT OF TOWN:

- *TRCORPUS – CORPUS CHRISTI
- *TRKINGSVILLE – KINGSVILLE
- *TRLAREDO – LAREDO
- *TRSANANTONIO – SAN ANTONIO
- *TRCOLLEGE – COLLEGE STATION
- *TRFALFURRIAS – FALFURRIAS
- *TRBRYAN - BRYAN

Prod ID Lookup

Desc	Prod ID	Desc Upshifted	Unit	Status	Product Class
FIELD TRIPS WITHI...	TR150	FIELD TRIPS WITHI...	EA	AC	TRTRIP
ROUND TRIP TO C...	TRCORPUS	ROUND TRIP TO C...	EA	AC	TRTRIP
ROUND TRIP TO L...	TRLAREDO	ROUND TRIP TO L...	EA	AC	TRTRIP
ROUND TRIP TO S...	TRSANANTONIO	ROUND TRIP TO S...	EA	AC	TRTRIP
SUMMER BRIDGE ...	TR225	SUMMER BRIDGE ...	EA	AC	
TRIPS WITHIN CA...	TR250	TRIPS WITHIN CA...	EA	AC	
TRIPS WITHIN HID...	TR400	TRIPS WITHIN HID...	EA	AC	TRTRIP
TRIPS WITHIN STA...	TR700	TRIPS WITHIN STA...	EA	AC	TRTRIP
TRIPS WITHIN WIL...	TR300	TRIPS WITHIN WIL...	EA	AC	TRTRIP
TUTORIALS	TR200	TUTORIALS	EA	AC	TRTRIP



1 - 10 of 11 Items

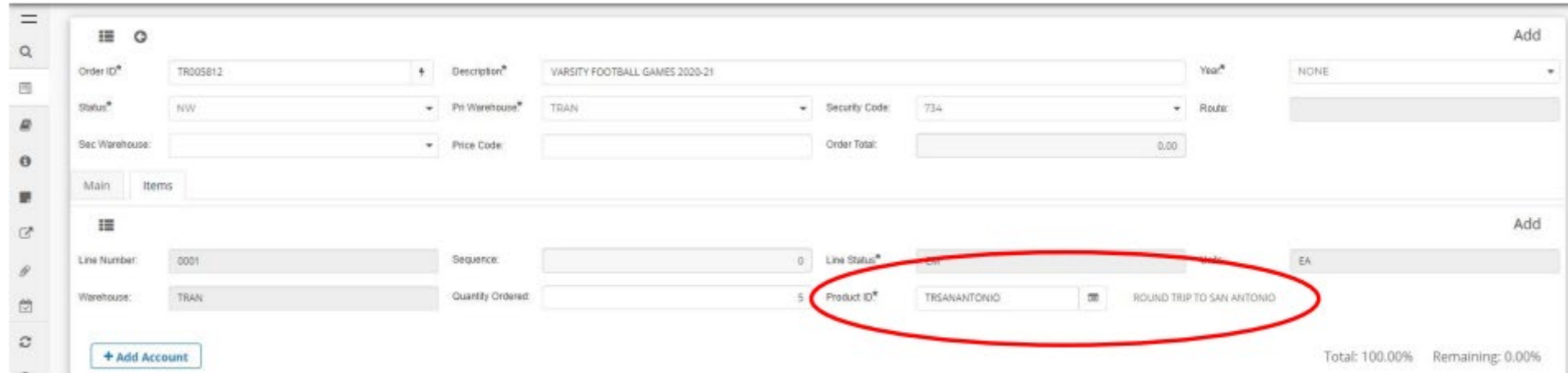
Close Ok

TR Options displayed.

PRODUCT ID

- Product ID will populate after selecting TR. PRESS on ICON.

Product ID*  




Order ID* TR005812 Description* VARSITY FOOTBALL GAMES 2020-21 Year* NONE

Status* NW Pk Warehouse* TRAN Security Code: 734 Router:

Sec Warehouse: Price Code: Order Total: 0.00

Main Items

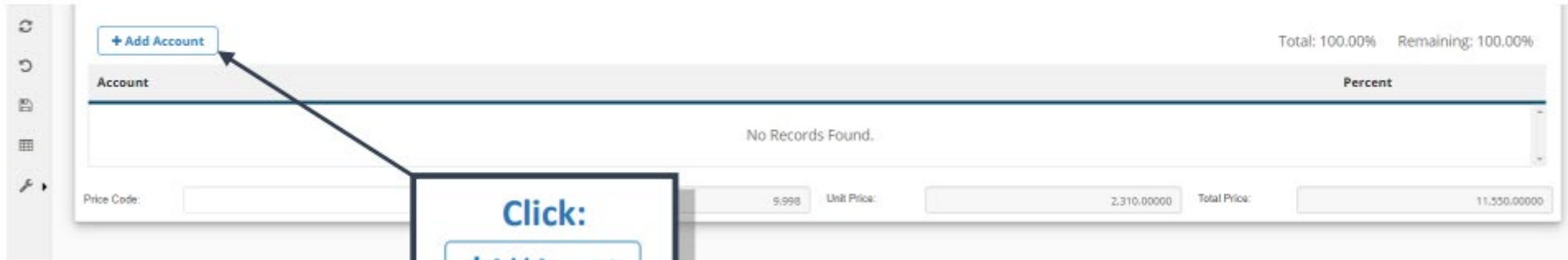
Line Number: 0001 Sequence: 0 Line Status* EA

Warehouse: TRAN Quantity Ordered: 5 Product ID* TRSANANTONIO  ROUND TRIP TO SAN ANTONIO

+ Add Account

Total: 100.00% Remaining: 0.00%

Note: Verify the trip location for the Product ID you selected.



Total: 100.00% Remaining: 100.00%

Account	Percent
No Records Found.	

Price Code: 9,998 Unit Price: 2,310.00000 Total Price: 11,550.00000

Click:
+ Add Account



Total: 100.00% Remaining: 0.00%

Account	Percent
GL 164 11 6494 FT 001 Y 22 000 Y --	100.00

Price Code: Quantity Available: 9,998 Unit Price: 2,310.00000 Total Price: 11,550.00000

**Input a valid account#.
Hit: Enter**

The image shows a software interface with a callout box and a message banner. The callout box, located in the center, contains the text "The following message will be displayed." in blue font. An arrow points from the callout box to a green banner at the top right of the interface. The banner contains a checkmark icon, the text "Record(s) Accepted", and "Edit 1 of 1". The interface also features a search bar on the left, a navigation bar with icons, and a form with fields for "Order ID*", "Description*", "Year*", "Status*", "Pri Warehouse*", "Sec Warehouse", "Price Code", "Security Code", and "Route".

The following message will be displayed.

Record(s) Accepted
Edit 1 of 1

ATTACHMENT

- Must include APPROVED Web Travel

The screenshot displays a software interface for managing orders. On the left is a vertical sidebar with various icons, including a paperclip icon circled in red. The main area contains an order form with the following fields:

- Order ID*: TE000914
- Status*: NW
- Sec Warehouse: [empty]
- Description*: MICROS
- Pri Warehouse*: TECH
- Price Code: [empty]

Below these fields are tabs for 'Main' and 'Items'. The 'Items' tab is active, showing:

- Line Number: 0001
- Warehouse: TECH
- Sequence: [empty]
- Quantity Ordered: [empty]

A callout box with the text 'Click on:' and a paperclip icon points to the paperclip icon in the sidebar. Below the items section is a '+ Add Account' button and an 'Account' table:

Account				
GL	199	53	6395	65

At the bottom, there are fields for 'Price Code:' and 'Quantity Available:'.

APPROVAL

- After attachment and verifying all account information **MUST** approve.

The image displays two screenshots of a software interface, likely a procurement or ERP system, illustrating the approval workflow for an order header.

Top Screenshot: Shows the 'Approvals' section with a dropdown menu set to 'Direct Task IT...'. The menu options are 'Direct Task Items Awaiting ID Approval' and 'Order Header'. The 'Order Header' option is highlighted with a blue box and a callout that says 'Select: Order Header'. The main form displays order details for Order ID 00027983, Status NW, and Customer ID 5734.

Bottom Screenshot: Shows the 'Approvals' section with a dropdown menu set to 'Order Header'. The menu options are 'Pending BI734ECC' (highlighted with a blue box and a callout that says 'Click Approve to submit through the Workflow.'), 'Future Group: WF Dept 734', 'Future Group: WF PA: HW/SW 1', and 'Future Group: WF PA: HW/SW 2'. Below the menu is a 'Link to Task List' button and four action buttons: 'Approve' (green), 'Reject' (red), 'Hold' (orange), and 'Forward' (blue). The main form displays the same order details as the top screenshot.



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